

**ATTACHMENT I**

**TO**

**BASIC ORDERING AGREEMENT**

**ATTACHMENT 1**

**STATEMENT OF WORK**

**DATA**

**PACKAGE**

**COMPONENTS**

## Data Package Components

### 1. RESULTS ONLY DELIVERABLE

The following is a listing of hard copy deliverables required for the Results Only Deliverable category. This category contains the minimum components required for a data package deliverable. All components contained in this category shall be included in all other deliverable categories.

**Table I-1: Results Only Deliverable**

Component Name	Description
Cover Page	<p>The cover page shall contain a list of all samples analyzed within a Reporting Delivery Group (RDG) and provide certain analytical information and general comments applicable to the RDG as a whole. At a minimum this is to include:</p> <ul style="list-style-type: none"> <li>▪ <i>Laboratory Name</i></li> <li>▪ <i>Subcontract Number</i></li> <li>▪ <i>Statement of Work Identifier</i></li> <li>▪ <i>Method Name or Description</i></li> <li>▪ <i>Contractor RDG</i></li> <li>▪ <i>Laboratory Report Identification</i></li> <li>▪ <i>Line Item Code(s) associated with the RDG</i></li> <li>▪ <i>Contractor Sample Numbers cross-referenced to laboratory ID numbers</i></li> <li>▪ <i>Matrix</i></li> <li>▪ <i>Date sample(s) received at laboratory</i></li> <li>▪ <i>Date sample(s) prepared</i></li> <li>▪ <i>Date sample(s) analyzed</i></li> <li>▪ <i>Comments:</i></li> </ul>
Chain of Custody	See SOW Section 3.1.2.1 and 3.1.2.2
Case Narrative	See SOW Section 3.1.6.2.2
Sample Summary Sheet(s)	<ol style="list-style-type: none"> <li>1. CLP-SOW Form 1s or equivalent.</li> <li>2. Calculations, significant figures, for these forms shall be as specified in the latest version of the CLP-SOW.</li> <li>3. Flagging protocols for these forms shall be as specified in Attachment C, QA Program Special QA Requirements, Item H, Data Qualifiers.</li> <li>4. For Volatile Organic Analyses, a maximum of ten (10) Tentatively Identified Compounds (TICs) shall be library searched and reported on the appropriate form (Form 1E) using CLP-SOW Guidelines.</li> <li>5. For Semivolatile Organic Analyses, a maximum of twenty (20)</li> </ol>

	TICs shall be library searched and reported on the appropriate form (Form 1F) using CLP-SOW guidelines.
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## 2. STANDARD DELIVERABLE

The following is a listing of hard copy deliverables required for the Standard Deliverable category. This category contains all the components required for *Results Only Deliverable* plus all applicable CLP-SOW forms associated with the analyses. For those data packages generated using non-CLP methods, the CLP forms or their equivalent are required. The laboratory shall ensure that all forms submitted as equivalent include all of the same type of information present on the CLP forms themselves. The forms shall be modified to meet the analytical method requirements.

**Table I-2: Standard Deliverable**

<b>Component Name</b>	<b>Description</b>
Results Only Deliverable	All components contained in the Results Only Deliverable data package
CLP-SOW Forms 1 through 14, or equivalent, that are associated with the analyses.	<ol style="list-style-type: none"><li>1. CLP-SOW Form 1s or equivalent shall be used for reporting all Sample and QC sample results.</li><li>2. QC and Calibration forms shall follow or be adapted from CLP –SOW format. Forms for non-CLP methods shall be modified to meet the analytical method requirements.</li><li>3. If analyses were performed on multiple days, the forms shall be in chronological order, by instrument (if more than one instrument is used)</li><li>4. Form titles, form order, calculations, significant figures, control limits, and shall be as specified in the CLP-SOW.</li><li>3. Flagging protocols for these forms shall be as specified in Attachment C, QA Program Special QA Requirements, Item H, Data Qualifiers.</li><li>5. Line Item specific CRDLs provided in this SOW shall be substituted for CRDLs specified in CLP-SOW.</li><li>6. Line Item specified CRDLs provided in this SOW shall be used for application of qualifiers.</li></ol>

### 3. STANDARD PLUS RAW DATA DELIVERABLE

The following is a listing of hard copy deliverables required for the Standard Plus Raw Data Deliverable category. This category contains all the components required for the *Standard Deliverable* plus preparation and instrument raw data.

**Table I-3: Standard Plus Raw Data Deliverable**

<b>Component Name</b>	<b>Description</b>
Standard Deliverable	All components contained in the Standard Deliverable data package
Raw Data	<p><b>Preparation Raw Data</b></p> <p>Sample preparation raw data shall be documented in the form of:</p> <ul style="list-style-type: none"><li>• <i>bench sheets and/or preparation logs containing, at a minimum, the following:</i><ul style="list-style-type: none"><li>Analytical Batch identifier</li><li>Date of preparation</li><li>Identifier for the laboratory SOP for the preparation</li><li>Identifiers for all sample and QC solutions prepared</li><li>Balance identifiers with dates of use</li><li>Initial and final weights and volumes for all samples and QC samples including gross weights and tare weights where applicable</li><li>Pipette identifiers and dates of use (if applicable)</li><li>Comments describing any significant sample changes or reactions which occur during preparation</li><li>Indication of percent moisture and pH, as applicable</li><li>Signatures and dates of all analysts and reviewers</li></ul></li><li>• <i>Instrument run logs</i></li></ul> <p><b>Calibration Raw Data</b></p> <p>All associated raw data used to calibrate the instrument, used for continuing calibrations, etc.</p> <p><b>Sample Analysis Raw Data</b></p> <p>All raw data associated with the generation of sample results. This includes data for analyses performed but not used for reporting.</p> <p><b>QC Raw Data</b></p> <p>Raw data for all quality control analyses including, but not limited to, initial calibration, continuing calibration, matrix spike, duplicate, blanks, LCS, serial dilution, MSA, etc.</p>